

**UNOFFICIAL**

**MINUTES OF MEETING**

**RHODE ISLAND AIRPORT CORPORATION**

**OPERATIONS AND CAPITAL COMMITTEE MEETING**

**THURSDAY, MAY 4, 2006**

**3:00 P.M.**

**IN THE MARY BRENNAN BOARD ROOM, T. F. GREEN AIRPORT,  
WARWICK,  
RHODE ISLAND**

**The meeting of the Rhode Island Airport Corporation (“Corporation”) Operations and Capital Committee was called to order by Chairman, James Forte, at 3:05 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.**

**COMMITTEE MEMBERS PRESENT: James Forte, Robert Sangster, Kathleen Hittner, MD.,**

**ALSO PRESENT: Mark P. Brewer, A.A.E., President and CEO; Marci A. Greenberger, A.A.E., Senior Vice President of Operations and Maintenance; Brian C. Schattle, Senior Vice President of Finance and CFO; Peter A. Frazier, Chief Legal Counsel; and those individuals listed on the attendance sheet attached hereto.**

**1. Approval of the Minutes: Mr. Sangster moved that the minutes of the Operations and Capital Committee Meeting of March 20, 2006 be approved. Dr. Hittner seconded the motion. The motion was passed unanimously.**

**2. Report from Chair, Operations and Capital Committee:**

**There was no report.**

**3. Report from Senior Vice President of Operations and Maintenance:**

**Ms. Greenberger reported that T. F. Green had received an Honorable Mention for the Bernt Balchen Snow Removal Awards at the International Aviation Snow Symposium held in Buffalo in April 2006.**

**Ms. Greenberger reported that the annual Spring FOD Walk took place on Saturday, April 29th. There was representation from both the Airport Corporation and airport tenants.**

**4. General Aviation Report:**

**Mr. Tibbetts gave an overview of the GA monthly Operations Report. Discussion focused on fuel sales and the construction schedule for the airports.**

**5. Discussion Items:**

**(a) Discussion of Capital Improvement Program (CIP) (i.e., Land Acquisition Program, Draft Environmental Impact Statement, Airfield Maintenance Facility, Easement Acquisition, In-Line EDS Baggage**

## **System/Security Checkpoint Modification and Terminal Building Improvements and Other Projects at the General Aviation Airports.)**

**Mr. Cox gave the monthly project update, focusing on the terminal security projects, the Airfield Maintenance Facility, and the CNG Station. Mr. Schattle gave an overview of the Fuel Farm Analysis.**

### **(b) Discussion of Network 2006 Conference Meetings Summary.**

**Mr. Brewer explained that going forward each meeting agenda will have a monthly report on air service marketing initiatives. Ms. Goldstein gave a brief overview of recent marketing trips. There was also a brief discussion on markets served by airlines from T. F. Green Airport.**

### **6. Action Items:**

**A motion was made by Mr. Sangster and seconded by Dr. Hittner to approve items (a) through (c).**

**(a) Consideration of and Action Upon Award of a Lease Agreement for Temporary Office Space for the Rhode Island Airport Corporation.**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) has undertaken a Security Screening Checkpoint (SSCP), Explosives Detections System (EDS), and Terminal Improvements and Expansion**

**Program; and**

**WHEREAS, the Expansion Program requires that certain portions of the Bruce Sundlun Terminal at T. F. Green Airport be vacated for a period of time for the safety of certain RIAC staff and completion of certain construction functions; and**

**WHEREAS, to enable continuity of business operations during the Expansion Program and construction activity, certain RIAC staff must be relocated to a temporary replacement office location for a period of approximately one year; and**

**WHEREAS, staff has located suitable temporary replacement office space located at 2220 South County Trail, East Greenwich, RI, and said space has been determined to be priced fairly and equitably in the real estate market.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee authorizes the President and CEO, or his designee, to execute a Lease Agreement with containing terms and conditions as prepared by RIAC's legal counsel for lease of the property located at 2220 South County Trail, East Greenwich, RI, subject to Board approval.**

**The motion was passed unanimously.**

**(b) Consideration of and Action Upon Approval of Consultant Task Orders for Services Associated with the Airport Master Plan Update and Aeronautical Study at Newport Airport.**

**WHEREAS, RIAC has contracted with the firm of Stantec Consulting Services, Inc., (Stantec) formerly Dufresne-Henry, Inc., to perform on-call architectural and engineering services; and**

**WHEREAS, RIAC received a scope and fee from Stantec to prepare an Aeronautical Study at Newport Airport in the amount of \$70,403 and is currently conducting negotiations; and**

**WHEREAS, the project has been proposed in the RIAC Fiscal Year 2007 Capital Improvement Program (CIP) budget in the amount of \$295,178; and**

**WHEREAS, this task order will be funded 95% (\$66,883) through the Federal Aviation Administration (FAA) under AIP No. 3-44-0002-14-2006 with RIAC's 5% (\$3,520) matching share through the General Purpose Fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby recommends that the President and CEO, or his designee, negotiate and execute a Task Order with Stantec**

**Consulting Services, Inc. to provide consultant services for the preparation of an Aeronautical Study at Newport Airport in an amount not-to-exceed \$70,403, subject to Board approval and receipt of a federal grant offer.**

**WHEREAS, RIAC has contracted with the firm of The Louis Berger Group to perform on-call planning; and**

**WHEREAS, RIAC received a scope and fee from The Louis Berger Group to prepare an Airport Master Plan Update at Newport Airport in the amount of \$223,775 and is currently conducting negotiations; and**

**WHEREAS, the project has been proposed in the RIAC Fiscal Year 2007 Capital Improvement Program (CIP) budget in the amount of \$295,178; and**

**WHEREAS, this task order will be funded 95% (\$212,586) through the Federal Aviation Administration (FAA) under AIP No. 3-44-0002-14-2006 with RIAC's 5% (\$11,189) matching share through the General Purpose Fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby recommends that the President and CEO, or his designee, negotiate and execute a Task Order with The Louis Berger Group to provide consultant services for the preparation of an**

**Airport Master Plan Update at Newport Airport in an amount not-to-exceed \$223,775, subject to Board approval and receipt of a federal grant offer.**

**The motion was passed unanimously.**

**(c) Consideration of and Action Upon Approval of Consultant Task Order for Services Associated with Preparation of an Aeronautical Study at Westerly Airport.**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) has contracted with the firm of Stantec Consulting Services, Inc., (Stantec) formerly Dufresne-Henry, Inc., to perform on-call architectural and engineering services; and**

**WHEREAS, RIAC received a scope and fee from Stantec to prepare an Aeronautical Study at Westerly Airport in the amount of \$72,292 and is currently conducting negotiations; and**

**WHEREAS, the project has been proposed in the RIAC Fiscal Year 2007 Capital Improvement Program (CIP) budget in the amount of \$76,292; and**

**WHEREAS, this task order will be funded 95% (\$71,527) through the Federal Aviation Administration (FAA) as part of the Airport Improvement Program (AIP) with RIAC's 5% (\$3,765) matching share**

**through the General Purpose Fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby recommends that the President and CEO, or his designee, negotiate and execute a Task Order with Stantec Consulting Services, Inc. to provide consultant services for the preparation of an Aeronautical Study at Westerly Airport in an amount not-to-exceed \$75,292, subject to Board approval and receipt of a federal grant offer.**

**The motion was passed unanimously.**

**(d) Consideration of and Action Upon Recommendation to Award Consultant Contract for On-Call Construction Inspection and Testing Services for the Rhode Island Airport Corporation AND Consideration of and Action Upon Approval of Consultant Task Order for On-Call Construction Inspection and Testing Services for the Terminal Security Project at T. F. Green Airport.**

**The Committee asked for specifics on why only one bid was received for this contract. Ms. Greenberger reported that several firms had indicated that they would be interested in bidding on the contract but they never submitted bids.**

**A motion was made by Mr. Sangster and seconded by Dr. Hittner to**



**approve the following resolutions:**

**WHEREAS, RIAC conducted a Consultant Selection process for on-call construction inspection and testing services for the six airports pursuant to RIAC's Procurement Rules; and**

**WHEREAS, a Consultant Selection Committee was formed pursuant to RIAC's Procurement Rules; and**

**WHEREAS, the Consultant Selection Committee received one proposal and recommends the firm of ATC Group Services, Inc. perform On-Call Construction Inspection and Testing Services for a one year period with up to two one-year extensions at the option of RIAC; and**

**WHEREAS, funding will be established on a task-by-task basis.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby authorizes the President and CEO, or his designee, to negotiate and execute a Professional Services Agreement for On-Call Environmental Services with ATC Group Services, Inc., subject to Board approval.**

**WHEREAS, RIAC has requested Board approval to enter into a Professional Services Agreement with the firm of ATC Group**

**Services, Inc. (ATC) to perform on-call construction inspection and testing services; and**

**WHEREAS, RIAC would like to enter into an on-call services Task Order with ATC to provide construction inspection/testing services related to the Terminal Security Project at T. F. Green Airport on an as-needed basis in the amount of \$150,000; and**

**WHEREAS, the purpose of this Task Order is ensure for RIAC that the structural components of the project, such as concrete, steel, glass, etc. are being constructed to industry standards and project specifications to ensure construction integrity; and**

**WHEREAS, RIAC will fund this task through the 2000 and 2005 Airport Revenue Bond Accounts and the Passenger Facility Charge (PFC) Account.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby recommends that the President and CEO, or his designee, execute a Task Order with ATC Group Services to provide construction inspection/testing services on an as-needed basis for the Terminal Security Project at T. F. Green Airport in the amount of \$150,000, subject to Board approval.**

**The motion was passed unanimously.**

**(e) Consideration of and Action Upon Award of Contract for the Procurement of a Deicer Tanker Truck for T. F. Green Airport.**

**A motion was made by Mr. Sangster and seconded by Dr. Hittner to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) is responsible for the maintenance and operation of airport facilities at the six Rhode Island airports; and**

**WHEREAS, it has been determined that there is a need for a deicer tanker truck; and**

**WHEREAS, RIAC has a fiscal year budget which provides funding for this purchase through its Operating Capital budget; and**

**WHEREAS, in December 2005, the Corporation issued an Invitation for Bids (IFB) for the acquisition of this vehicle; and**

**WHEREAS, three submissions were received in response to the solicitation; and**

**WHEREAS, in compliance with RIAC Procurement Rules, the submissions were evaluated to determine both responsiveness and responsibility; and**

**WHEREAS, as a result of this evaluation, the recommendation is to award a contract to Schmidt Engineering & Equipment/Tyler Ice in the amount of \$171,168 for the acquisition of this vehicle.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby authorizes the President and CEO, or his designee, to award the contract for the procurement of this deicer tanker truck to Schmidt Engineering & Equipment/Tyler Ice in the amount of \$171,168, subject to Board approval.**

**The motion was passed unanimously.**

**(f) Consideration of and Action Upon Approval of Contract Amendment for the Procurement of Potassium Acetate Liquid Runway Deicer at T. F. Green Airport.**

**Mr. Sangster abstained from voting on this issue.**

**A motion was made by Dr. Hittner and seconded by Mr. Forte to approve the following resolution. By the following vote the motion was passed with two in the affirmative with one Committee member abstaining from voting. Those votes are as follows:**

**YEAS: James Forte**

**Dr. Kathleen Hittner**

**ABSTAIN: Robert Sangster**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) is responsible for the maintenance and operation of airport facilities at the six Rhode Island airports; and**

**WHEREAS, it has been determined that there is a need for potassium acetate liquid runway deicer; and**

**WHEREAS, RIAC has a fiscal year budget which provides funding for the purchase of runway deicer through its Operating & Maintenance (O&M) budget; and**

**WHEREAS, the current contract with Cryotech Deicing Technology (Cryotech) was approved at the November 2004 Board of Directors meeting in the amount of \$132,600, for a one year contract with two additional one year extensions at the option of RIAC; and**

**WHEREAS, the recommendation is to increase the Cryotech contract from \$132,600 to \$283,475 for the procurement of runway deicer.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee authorizes the President and CEO, or his**

**designee, to amend the contract amount to \$283,475, with year three funding dependant on the appropriation of funds for this purpose in the FY 2007 O&M budget, subject to Board approval.**

**(g) Consideration of and Action Upon Approval of a Consultant Task Order Amendment for Construction Phase Services Associated with the Seawall Repair (Phase 2) Project at Quonset Airport AND Consideration of and Action Upon Approval of an Award of Construction Contract for the Seawall Repair (Phase 2) Project at Quonset Airport.**

**A motion was made by Mr. Sangster and seconded by Dr. Hittner to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) entered into a Task Order with Siegmund & Associates to provide design and bid services associated with the Seawall Repair (Phase 2) Project at Quonset Airport; and**

**WHEREAS, RIAC has negotiated a scope and fee with Siegmund to provide construction phase services in the amount of \$53,427; and**

**WHEREAS, the project has been estimated in the RIAC Fiscal Year 2007 Capital Improvement Program (CIP) budget in the amount of \$606,263; and**

**WHEREAS, this amendment will be funded 95% (\$50,756) through the Federal Aviation Administration (FAA) under AIP 3-44-0006-13-2006 with RIAC's 5% (\$2,671) matching share through the General Purpose Fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby authorizes the President and CEO, or his designee, to execute a task order amendment with Siegmund & Associates to provide construction phase services for the Seawall Repair (Phase 2) Project at Quonset Airport in the amount of \$53,427, subject to Board approval and receipt of a federal grant offer.**

**WHEREAS, a competitive bidding process was undertaken according to the Rhode Island Airport Corporation's (RIAC) Procurement Rules and Regulations for the Seawall Repair (Phase 2) Project at Quonset Airport; and**

**WHEREAS, the firm of Siegmund & Associates, serving as RIAC's design consultant for this project, determined that J H Lynch & Sons submitted the lowest responsive bid in the amount of \$449,900; and**

**WHEREAS, Siegmund recommends that J H Lynch & Sons be awarded the construction contract for this project and RIAC staff agrees; and**

**WHEREAS, the project has been estimated in the RIAC Fiscal Year 2007 Capital Improvement Program (CIP) budget in the amount of \$606,263; and**

**WHEREAS, this contract will be funded 95% (\$427,405) through the Federal Aviation Administration (FAA) under AIP 3-44-0006-13-2006 with RIAC's 5% (\$22,495) matching share through the General Purpose Fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby authorizes the President and CEO, or his designee, to execute a construction contract with J H Lynch & Sons for the Repair Seawall (Phase 2) Project at Quonset Airport in the amount of \$449,900, subject to Board approval, and receipt of a federal grant offer.**

**The motion was passed unanimously.**

## **7. Future Meetings:**

**The next Operations and Capital Committee Meeting is scheduled for Wednesday, May 17, 2006 at 3:00 p.m., in the Mary Brennan Board Room, at T. F. Green Airport.**

## **8. Adjournment:**



**Mr. Sangster moved to adjourn at approximately 3:38 p.m. Dr. Hittner seconded the motion. The motion was carried by acclamation.**

**Respectfully submitted,**

**James Forte, Chairman**

**Rhode Island Airport Corporation**

**Operations and Capital Committee**

**ATTENDANCE SHEET**

**RHODE ISLAND AIRPORT CORPORATION**

**OPERATIONS AND CAPITAL COMMITTEE MEETING**

**MAY 4, 2006**

**NAME      AFFILIATION**

**Patti Goldstein    RIAC**

**Doug Dansereau    RIAC**

**Mel Einhorn     RIAC**

**Jason Doyle     RIAC**

**Joe DaSilva     RIAC**

**Ahmed Shihadeh     RIAC**

**Billy Cox     RIAC**

**Michael Mini     RIAC**

**Ann Bookataub     RIAC**

**Steve Tibbetts     Landmark Aviation**

**Steve Eustis     Skanska**

**Robert Goff     New England Parking**

**Meredith Holderbaum     RI Senate Fiscal Office**